

DIRECTIONS FOR EXPANDED CRIMINAL HISTORY:

Complete the Expanded Criminal History check with DCS search **(this report will come back to Tammy at the Central Office).**

Go to: www.bhmsd.org

At home page click on: Employment
Expanded Criminal History Check

Enter your First Name, Last Name and Email Address

For "Position", use the drop down menu to select one of the two following Position Types:

Click on "**Certified Staff**" for new teachers and administrators

OR

Click on "**Non-Certified Staff**" for anyone other than teachers or administrators

Follow prompts in Safe Hiring Solutions website and be sure to include the Dept. of Child Services component of the report.

When prompted for a school location – use **MSD of Bluffton-Harrison Corp 8445**.

You will receive an email from kidtraks@dcsl.org in which you need to submit the information and "consent" to that form also.

THIS PROCESS MUST BE DONE ON A LAPTOP OR PC – NOT A CELL PHONE